

3 July 1957

MEMORANDUM FOR: Assistant Director, CR  
VIA : Operations Staff, CR  
SUBJECT : June Activity Report for Document Division

1. The monthly reports for the three Branches are attached.
2. Daily receipts of documents dropped from an average of 1,045 in May to an average of 1,530 during June. The reduction combined with such factors as the arrival of eight summer employees and the continued high rate of indexing permitted the Division to operate free of backlog and generally on prescribed time schedules.
3. A restatement of indexing policy and an extensive review of the system for control of enclosures were underway at the end of the month, as were experiments in dissemination and coding based on a single reading of each information report.

  
Chief, Document Division, CR

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Attachments:

As stated above.